



SHC

Oxford Safety & Health Committee

Minutes Special Meeting and Site Inspections April 10, 2019

The Special Meeting and Site Inspections of the Oxford Safety & Health Committee (OSHC) was called to order at 10:12 AM.

The following members were present: Chairman Kelly Weymer, Gordon Gramolini, Sharon Trede, Vice-Chairman Margaret West-Mainor and Jessica Pennell.

Approval of Minutes

MOTION was made by Vice-Chairman Margaret West-Mainor to approve the 12/12/18 Regular Meeting minutes as presented. This was seconded by Jessica Pennell. All were in favor.

Site Inspections

- **Police Department**
The committee conducted an inspection of the Police Station. (Attachment A)
- **Senior Center**
The committee conducted an inspection of the Senior Center. (Attachment B)

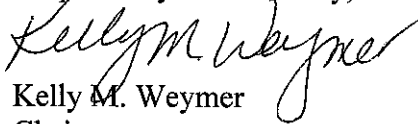
Other Business

- **Emergency Situation and Evacuation Procedures**
Chairman Weymer explained that the evacuation routes are all set to be hung around Town Hall. The Custodian is aware of this and will be putting them up when he can.
- **Other Matters as Deemed Necessary**
Chairman Weymer stated that letters with the committee's recommendations were sent to the Administration and Parks & Recreation back in January. Parks & Recreation has begun to resolve some of our cited items and recommendations.


Adjournment

MOTION was made by Jessica Pennell to adjourn the meeting at 11:32 AM. This was seconded by Vice-Chairman West-Mainor. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

TOWN CLERK

9 APR 25 AM 10:37
TOWN OF OXFORD, CT


**Town of Oxford
Safety Inspection Checklist**

Date of Inspection: 4/10/19

Administrative Data

Name of Facility Police Department
Address 429 Oxford Road Telephone _____
Building Representative's Name _____
Inspected By DSHC

Exit Doors and Emergency Lighting

Exit Signs Present and Lighted? Yes No - Front door has no Exit sign - needs one
Doors Free of Obstructions? Yes No - Remove shovels, etc. from back door area
Lighting Fixtures Illuminate Properly When Test Lights Activated? Yes No - Front hallway exit light does not work when tested
Recommended Action _____
Action Taken See "Additional Comments"
When and By Whom _____

Stairwells

Adequate Illumination? Yes No
Handrails Present and Secure? Yes No
Recommended Action N/A
Action Taken _____
When and By Whom _____

Housekeeping

Storage Properly Arranged? Yes No
Rubbish Picked Up and Stored Properly? Yes No
Adequate General Maintenance? Yes No
Recommended Action Need to remove tires, mop bin + recyclables in back door area
Action Taken _____
When and By Whom _____

Flammable or Combustible Liquids

Type and Amount _____
Proper Storage? Yes No
Recommended Action Cabinet blocked by tires + mop bin. See above.
Action Taken _____
When and By Whom _____

Attachment A

Electrical System

Circuit Protection and Wiring Adequate? Yes No
Use of Extension Cords? Yes No
Meter and Panel Boards labeled and Clear? Yes No
Recommended Action _____
Action Taken Extension Cord use acceptable
When and By Whom _____

Fire Detection and Alarm System

Monitoring Company _____
Address _____ Telephone _____
System Tested Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Fire Extinguishers

Appropriate Type for Hazards? Yes No
Extinguishers Services Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Additional Comments:

1. Doors that are not exits need signs stating "Not An Exit"
2. Exit sign in lunch room - need to cover arrows.
3. Need another Exit sign in between back door area + locker room and also in office area going out into hallway.

Town of Oxford
Safety Inspection Checklist

Attachment B

Date of Inspection: 4/10/19

Administrative Data

Name of Facility Senior Center
Address 10 Old Church Road Telephone _____
Building Representative's Name _____
Inspected By OSHC

Exit Doors and Emergency Lighting

Exit Signs Present and Lighted? ☒ Yes ☐ No
Doors Free of Obstructions? ☒ Yes ☐ No
Lighting Fixtures Illuminate Properly When Test Lights Activated? ☐ Yes ☐ No
Recommended Action _____
Action Taken _____
When and By Whom _____

Stairwells

Adequate Illumination? ☐ Yes ☐ No
Handrails Present and Secure? ☐ Yes ☐ No N/A
Recommended Action _____
Action Taken _____
When and By Whom _____

Housekeeping

Storage Properly Arranged? ☐ Yes ☒ No
Rubbish Picked Up and Stored Properly? ☒ Yes ☐ No
Adequate General Maintenance? ☒ Yes ☐ No
Recommended Action Remove files in mechanical room away from Exit door. And
Action Taken remove debris, shingles, grout, etc from walkway
When and By Whom _____

Flammable or Combustible Liquids

Type and Amount _____
Proper Storage? ☒ Yes ☐ No
Recommended Action _____
Action Taken _____
When and By Whom _____

Attachment B

Electrical System

Circuit Protection and Wiring Adequate? Yes No
Use of Extension Cords? Yes No
Meter and Panel Boards labeled and Clear? Yes No
Recommended Action _____
Action Taken Extension cord use acceptable
When and By Whom _____

Fire Detection and Alarm System

Monitoring Company _____
Address _____ Telephone _____
System Tested Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Fire Extinguishers

Appropriate Type for Hazards? Yes No
Extinguishers Services Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Additional Comments:

1. Craft Room - should have fire extinguisher present due to combustibles
2. All doors that are not an exit should have signs stating "Not An Exit"
3. Billiard Room cabinet is blocking emergency lights
4. Back patio ceiling is falling & crumbling at the seam
5. Office area store room has a leak/hole in ceiling